



**LANGLEY  
POLICY  
DIRECTIVE**

**Directive: LAPD 8800.15  
Effective Date: May 4, 1999  
Expiration Date: October 8, 2004**

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**Responsible Office: Capital Investment Planning Office,  
Systems Engineering Competency**

**SUBJECT: Facilities Utilization Program**

**1. REFERENCE**

NPR 8800.15A, "Real Estate Management Program Implementation Manual."

**2. SUMMARY**

This directive sets forth the policy, objectives, designation and authority, and responsibilities for the Facilities Utilization Program at Langley Research Center (LaRC).

**3. POLICY**

It is the policy of this Center to ensure that:

- a. Facilities assignments achieve optimum use of available facilities and related resources to best satisfy NASA's programmatic and institutional needs as stated in NPR 8800.15.
- b. Modular structures/trailers are used to meet facility needs only when there is no other practical alternative.

**4. OBJECTIVES**

The Center's Facilities Utilization Program is designed to provide:

- a. Sound facilities management. This includes consolidation of space and identifying facilities to be closed.
- b. Optimum allocation of available facilities and related resources to best meet these needs.
- c. Early identification of new or additional facilities resources to meet research program requirements.
- d. An accurate data base and report generating system to identify actual space occupancy.

## 5. DESIGNATION AND AUTHORITY

- a. The Head, Capital Investment Planning Office (CIPO), is this Center's Facilities Utilization Officer, and the Facility Utilization Manager is the alternate.
- b. The Facility Utilization Manager, CIPO, is vested with authority for the assignment and utilization management of LaRC facilities.
- c. All organizations occupying Center facilities are considered "tenants" in such facilities, not "owners." As tenants, no authority is vested in line organizations to make unilateral changes or modifications to research, office, or other space within facilities, without Facility Utilization Manager review and approval of proposals. All office space assignments and reassignments are managed on behalf of the Facilities Utilization Officer by the Facility Utilization Manager.

## 6. ALLOCATION GUIDELINES

- a. The management and operation of a unique research center generates a wide variety of functional requirements for various types of physical space. The allocation of facility office space will be planned on the following nominal:

Room Sizes:

<u>Size (Sq. Ft.)</u>	<u>No. of People</u>
(<100)	1
(100 to 200)	1
(200 to 300)	2
(300 to 400)	3
(>400)	135 sq. ft./person

- b. The Center's average office space per person goal is 125 square feet in compliance with NPR 8800.15 guidance. The need to concentrate certain organizational elements in a specific building or facility may produce uneven site-wide distribution of personnel and cause variances in specific organizational densities. Other factors can be grade structure, special office equipment, and extensive costs to modify existing conditions.

**May 4, 1999**

**LAPD 8800.15**

c. Facility space required for other functions such as shop space, lab space, technical space, training, files, drawing boards, libraries, data processing terminals, and copying equipment is to be identified and justified independently. Except for lab, technical, and data processing, all other space assigned will be counted toward the 125 sq. ft./person standard. A percentage amount for circulation space and substandard housing (trailers) will be excluded from the standard office space assignment goals.

## **7. SPACE UTILIZATION DATA BASE**

The Facility Utilization Manager maintains the Center's computerized data base of organizational space utilization and individual personnel assignments. All supervisors must ensure the currentness of this data base by requiring their employees to complete a NASA Langley Form 41, "Langley Research Center (LaRC) Directory Change Notice (located in the back of the LaRC Telephone Directory and available from Stock) when changes occur in personnel assignments, and mail this form to CIPO.

## **8. RECISION**

LAPD 7234.1, dated June 5, 1997.

Jeremiah F. Creedon  
Director